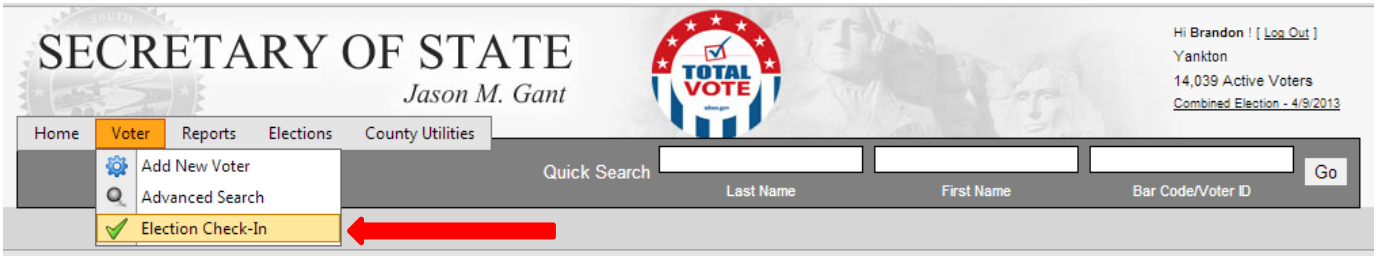
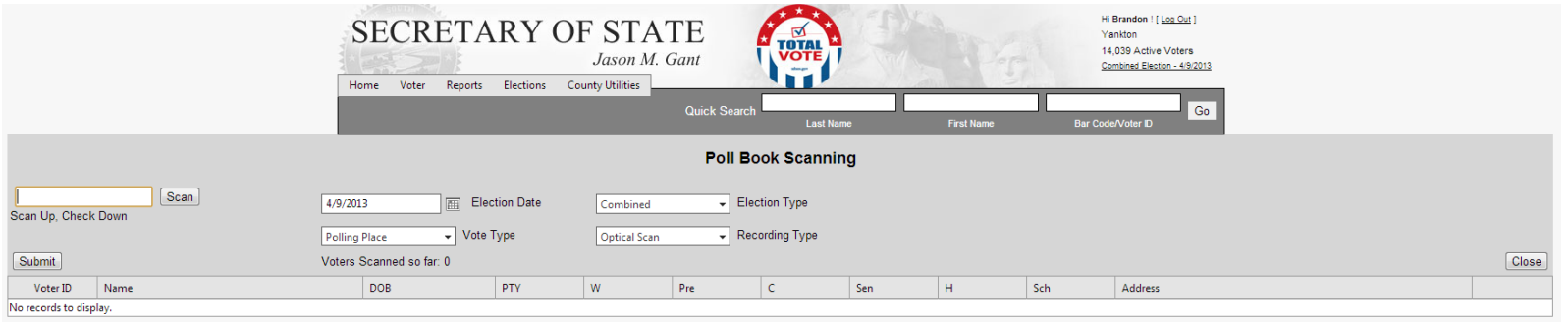
Election Check-In

The Election Check-In procedure allows you to update voter history for a particular election rather quickly.

1. To begin, from the **Voter** drop-down menu, select **Election Check-In**.



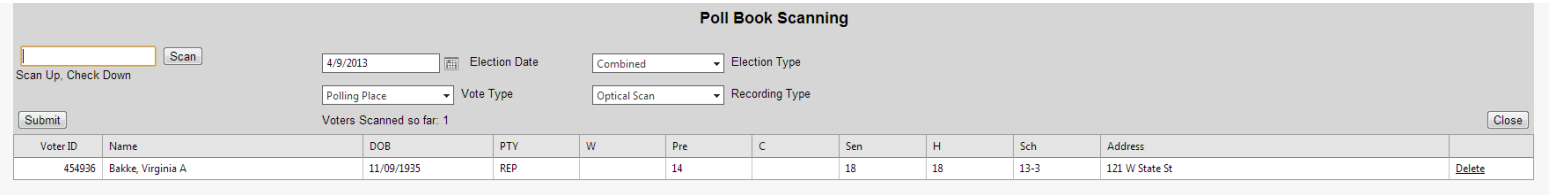
2. You will then be directed to the Poll Book Scanning page.



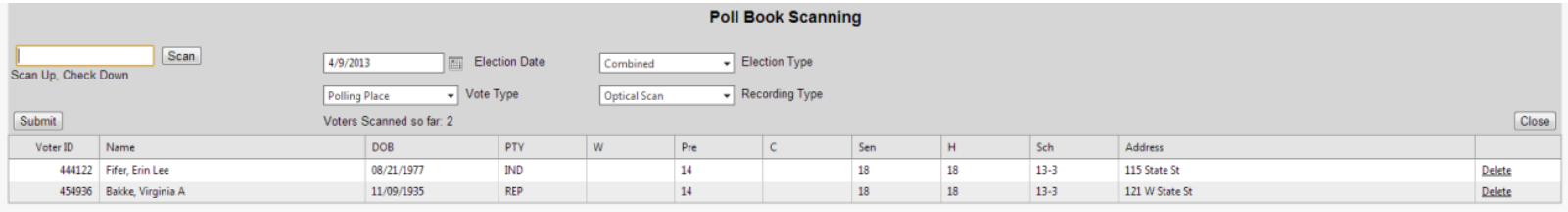
3. Select the Election Date, Election Type, Vote Type and Recording Type.

4. Once you have made the necessary selections, you can begin scanning in the voters. Click within the box next to the Scan button. The cursor should begin blinking within the box. Next, using the Motorola Handheld Barcode Scanner, scan the barcode on the pollbook that is below the Voter ID.

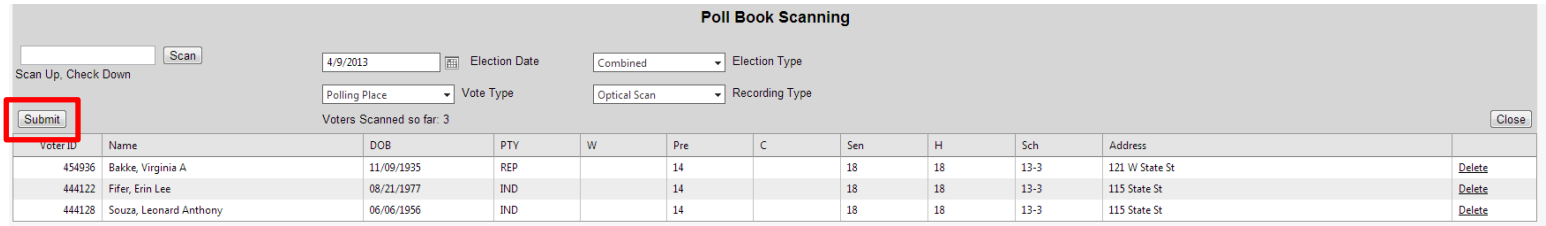
5. Once you have scanned the barcode, the voter information will appear at the bottom of the page.



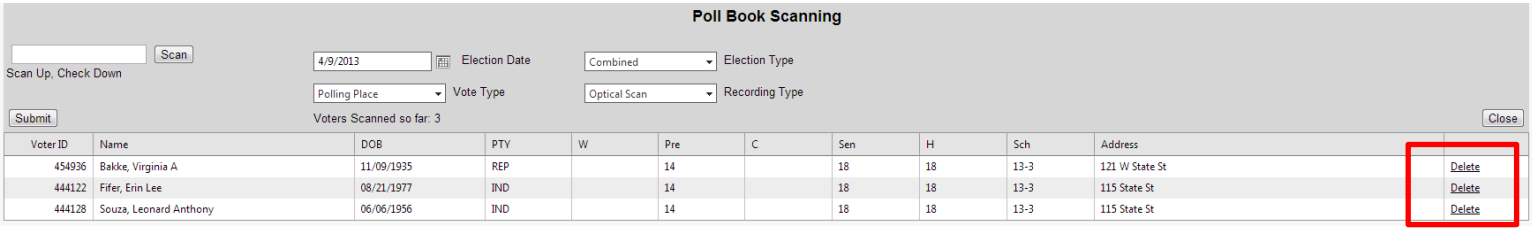
After the voter information appears, you may scan the next person in the pollbook. Each person that you scan will appear above the previous person that you scanned.



6. Once you have scanned in all the voters that have voted for the particular page in the pollbook, click the **Submit** button.



If you make a mistake and have scanned the incorrect voter, you may remove the voter from the screen by clicking on the **Delete** button.



7. Proceed through the rest of the pollbook scanning in all the voters who voted per page until all of the voters have been scanned in.